



Weddings at The University of Western Australia

Where can I hold my ceremony?

The Sunken Garden and Tropical Grove are the only areas available for ceremonies. Ceremonies can be held on Saturdays and Sundays only.

How long is a standard booking?

A standard booking is two hours. This includes access for set up and pack down, so if you have a labour intensive set-up or plan to follow your ceremony with a champagne reception, you should book a longer timeslot.

Can I access the venue beforehand to set up?

No, you cannot enter the venue before the time you have booked. If you require additional time to set up, you need to book a longer timeslot.

What is the cost?

Hire	Standard	UWA Graduates/Staff	If Reception held at The University Club
Standard booking (2 hours)	\$500.00	\$400.00	Complimentary
Extra hour (or part thereof)	\$250.00	\$200.00	\$250.00/\$200.00

What if it rains?

Unfortunately no wet weather alternative is available.

What decorations can I have?

Free-standing decorations such as chairs, signing table and carpet are permitted.

Can we play music during the ceremony?

Quiet music is permitted. Amplified music is not permitted, as it may cause disruption to other events. Bagpipes may be played with prior permission only.

Is there electricity?

Electricity is available in both the Sunken Garden (near the sundial) and Tropical Grove (near the bench).

Can we have confetti or rose petals?

Confetti, rose petals and rice are strictly prohibited.

Can I serve drinks at my ceremony?

If you plan to serve drinks at your ceremony, a liquor permit must be completed and returned to us along with your booking form.

Who is responsible for cleaning up afterwards?

The bride and groom are responsible for ensuring that the area is left in a clean and tidy condition. A fee for the cleaning/repair of an area will be imposed if it is left in an unsatisfactory condition.



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Where can guests park?

The closest guest parking to the Sunken Garden is car park 20
The closest guest parking to the Tropical Grove is car park 18 or 19.

Bridal party access

Sunken Garden

The bridal party may disembark in car park 22 (outside the central administration building) however the wedding vehicle must then move to car park 20 for the duration of the ceremony.

Tropical Grove

The bridal party may disembark in car park 18 or 19

Are there bathroom facilities?

The closest public bathrooms are located under the archway to the east side of Winthrop Hall. An accessible female bathroom is located on the north side of General Purpose Building 2 (south of the Lawrence Wilson Art Gallery) and an accessible male bathroom is located to the west side of the Arts building.

Can I hold a rehearsal beforehand?

You may hold a rehearsal beforehand, however you must contact the events team to arrange a suitable date and time.

Can I change the date or time of my booking?

Any changes to booking times, dates or venues will incur a \$100.00 administration fee.

What happens if I need to cancel my booking?

If cancelled within 90 days of wedding date, the total hire fee will be forfeited.
If cancelled outside 90 days of wedding date, a 50% cancellation fee will apply.

Where can I take photographs after my ceremony?

The University grounds are available to you to take photographs after your ceremony however the areas available for photos may vary depending on University events taking place at the time.



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Ceremony Booking Form

BOOKING DETAILS

Wedding date: _____

Booking start time: _____

Ceremony start time: _____

Booking end time: _____

(please allow sufficient time for set up and pack down of any decorations or furniture before and after your ceremony)

Venue (please circle): Sunken Garden Tropical Grove

Guest numbers: _____

CONTACT DETAILS

Bride and Groom: _____

Address: _____

Telephone: _____

Email: _____

UWA student number: _____

LIQUOR PERMIT

Will alcohol be served (please circle)? Yes No
(If yes, please attach liquor permit)

TERMS AND CONDITIONS

I have read the information relating to holding my wedding ceremony at The University of Western Australia and agree to comply with these guidelines and with any instructions issued by authorised officers of the University.

Signature

Date

Send completed form, together with payment form, to:

Wedding Bookings
M800, 35 Stirling Hwy, Crawley WA 6009
Telephone: 6488 4820 Fax: 6488 1183 Email: weddings@uwa.edu.au



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Payment Details

CREDIT CARD

I, _____, authorise The University Club of Western Australia P/L, to debit the amount of \$ _____ from the following card:

Card Holder Name: _____

Credit Card Type: _____

Card Number: _____

Expiry Date: ____ / ____

Card Holder Phone Number: _____

Card Holder Signature: _____

CHEQUE

Please make cheques payable to:

The University Club of Western Australia
M800, 35 Stirling Hwy
Crawley WA 6009

ELECTRONIC FUNDS TRANSFER (EFT)

Bank Name	Westpac
Account Name	The University Club of Western Australia
BSB Number	036-054
Account Number	181 921
Swift	WPACAU2S
Reference	Wedd/name

Once EFT payment has been made, please forward a copy of the transaction record with your booking form so that we can reconcile your payment against your booking.



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Wedding Photographs - Additional Information

Do I need permission to take photographs at UWA?

Yes. The University of Western Australia is an extremely popular venue for wedding photographs therefore access to the gardens is strictly limited to ticket holders.

The University grounds are patrolled by UWA security; if you do not have a valid ticket, you will be asked to leave the campus.

Where can I take wedding photographs?

Ticket holders may take photographs anywhere on campus excluding the Sunken Garden, Tropical Grove and inside Winthrop Hall.

Please note that access is subject to university commitments, therefore certain areas may become unavailable due to examinations or other events.

When can I take wedding photographs?

Wedding photography is permitted on Saturdays and Sundays only; photography cannot take place during the week or during examination time (certain times during April and November) or the Perth International Arts Festival (February).

What does a photography ticket entitle me to?

A photography ticket entitles you to a ONE HOUR photography session on the university grounds.

What if I need longer than one hour?

You can purchase multiple tickets. For example, if you need 2.5 hours of photography time, then you should purchase three tickets.

How do I buy a photography ticket?

Tickets can be purchased online on the university's wedding webpage. Payment must be made by credit card after which your ticket will be emailed to you. Please ensure you print out your ticket and bring your ticket with you on your wedding day.

If you are experiencing difficulties purchasing your ticket online, you can call 6488 2440 (1200-1600 Monday to Friday). Please note that there is a charge of \$95.00 to purchase a photography ticket over the telephone.

Please note that you need to select a specific date when you purchase your ticket, and your ticket will only be valid for the day you have selected.

Is there a discount for UWA graduates or staff?

No, photography tickets cost the same for everyone.

What if the date I want is not available?

You can check availability via the link on the university's wedding webpage. If your chosen date is not available it could be due to several reasons:

- The University limits the number of tickets available on any one date, so the maximum number of tickets may already have been reached.
- University events take precedence over wedding photography, so there may be an existing university event already taking place.
- Dates for photography are only made available once the University calendar has been fixed – some dates may be too far into the future.



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Wedding Photographs

It is forecast rain on my wedding day – can I get a refund?

No, photography tickets are non-refundable.

What happens if the location I want is being used by another wedding party?

Whilst we limit the number of photography tickets issued each day, it is possible that you will encounter another wedding party on the day. We expect all photography ticket holders to work cooperatively around each other.

Why do I have to carry my photography ticket with me?

At any time, you may be approached by a member of staff or University security. If you cannot produce your ticket, you will be escorted from the campus.

Why can't I take photos in the Sunken Garden or Tropical Grove?

These venues are used for wedding ceremonies on weekends, therefore are not available for wedding photography. If you specifically wish to book these areas for photographs, you can book a two hour ceremony slot (\$500.00) which includes a further one hour of photography time elsewhere on campus. For more information, please refer to the wedding ceremony section on the UWA weddings website.

Is commercial photography allowed with a photography ticket?

Photography tickets are restricted to private clients, such as wedding parties. Any requests for commercial photography and/or filming such as for TV, film or advertising purposes require special permission.

For more information please visit: <http://www.uwa.edu.au/university/filming> or contact (08) 6488 7394.